



# **MOVING TO WORK**

**FY2009**

# **ANNUAL REPORT**

# **MOVING TO WORK FY2009 ANNUAL REPORT**

## **TABLE OF CONTENTS**

### **1.0 INTRODUCTION**

- A. Overview of the Agency's ongoing MTW goals and objectives.**

### **2.0 GENERAL HOUSING AUTHORITY OPERATING INFORMATION**

**A. Housing Stock Information**

- Number of public housing units at the end of the Plan year
- Capital expenditures by development
- New public housing units added during the year by development
- Number of public housing units removed from the inventory
- Number of MTW HCV authorized at the end of the Plan year
- Number of non-MTW HCV authorized at the end of the Plan year
- Number of HCV units project-based during the Plan year
- Overview of other housing managed by the Agency, eg. Tax credit, state-funded, market rate.

**B. Leasing Information – Actual**

- Total number of MTW PH units leased in Plan year;
- Total number of non-MTW PH units leased in Plan year;
- Total number of MTW HCV units leased in Plan year;
- Total number of non-MTW HCV units leased in Plan year;
- Description of any issues related to leasing of PH or HCVs
- Number of project-based vouchers committed or in use at the end of the Plan year

**C. Waiting List Information**

- Number and characteristics of households on the waiting lists
- Description of waiting lists (site-based, community-wide, HCV, merged)

### **3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION (OPTIONAL)**

- A. Planned vs. actual sources and uses of other HUD or other Federal**  
**B. Non-MTW activities implemented by the Agency.**

#### **4.0 LONG-TERM MTW PLAN (OPTIONAL)**

- Description the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.

#### **5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED**

- Describe any activities that were proposed in the Plan, approved by HUD, but were not implemented, and discuss why these activities were not implemented.

#### **6.0 ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED**

- A. Activities continued from the prior Plan year(s);
- B. Information on the impact of the activity and compare against the proposed benchmarks, and metrics to assess outcomes, including if activity is on schedule.
- C. If benchmarks were not achieved or if the activity was determined ineffective, provide a narrative explanation of the challenges, and, if possible, identify potential new strategies that might be more effective;
- D. If benchmarks or metrics have been revised; identify any new indicator(s) of activities status and impact (e.g. after 2 years of rent reform only 6 hardship cases);
- E. If data collection methodology has changed, describe original data collection methodology and any revisions to the process or change in data collected;
- F. If a different authorization from Attachment C or D was used than was proposed in the Plan, provide the new authorization and describe why the change was necessary; and
- G. Cite the specific provision(s) of the Act or regulation that is waived under MTW (as detailed in Attachment C or D of this Restated Agreement) that authorized the Agency to make the change, and briefly describe if and how the waived section of the Act or regulation was necessary to achieve the MTW activity.

#### **7.0 SOURCES AND USES OF FUNDING**

- A. Planned vs. actual sources (Operating, Capital, and HCV) and uses of MTW Funds;
- B. Planned vs. actual sources and uses of State or local funds;
- C. Planned vs. actual sources and uses of the COCC;
- D. Cost allocation or fee-for-service approach that differs from 1937 Act requirements, describe the actual deviations that were made during the Plan year; and
- E. Planned vs. actual use of single-fund flexibility.
- F. Planned vs. actual reserve balances at the end of the plan year.

## **8.0 ADMINISTRATIVE**

- A. Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits, physical inspections, or other oversight and monitoring mechanism, if applicable;**
- B. Results of latest Agency-directed evaluations of the demonstration, as applicable;**
- C. Performance and Evaluation Report for Capital Fund activities not included in the MTW Block Grant, as an attachment to the Report; and**
- D. Certification of three statutory requirements of :**
  - i. Assuring that at least 75 percent of the families assisted by the Agency are very low-income families;**
  - ii. Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and**
  - iii. Maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.**

## 1.0 INTRODUCTION

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Report for FY2009, which started July 1, 2008 and ended June 30, 2009. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

### 1.1 PROGRAMS COVERED IN THE MTW DEMONSTRATION AND INCLUDED IN THIS PLAN

The DSHA MTW Demonstration includes the following programs:

- A. Low Rent Public Housing
- B. Housing Choice Vouchers
- C. Capital Fund Program
- D. Resident Homeownership Program

### 1.2 OVERVIEW AND GOALS OF MTW PROGRAM

The three statutory objectives of the MTW Program continues to be A) to reduce costs and achieve greater cost effectiveness; B) to give incentives to families to obtain employment and become economically self sufficient; and C) to increase housing choices for low-income families. **Due to the cycle of the waiting list and preferences, DSHA now plans to serve up to 500 families each year in the program. During the last 18 to 24 months, there has been an increase in the number of MTW exempt families, elderly and disabled, especially in the Housing Choice Voucher Program.** DSHA is currently in the process of reviewing potential changes to the resident selection process to increase the total number of MTW participants to achieve the 500 family goal. This includes limiting MTW exempt applicants to the first type of housing assistance available and applying time limits to market rent residents. DSHA anticipates that changes will be made during FY2010 after public consideration. An Amended MTW Plan for FY2010 will be submitted for HUD approval if any changes are adopted.

The goals and objectives under the DSHA MTW Program are outlined as follows:

- A. To reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
  - 1. Combine the waiting lists for PH and Housing Choice Voucher Program with preferences consistent between the two programs.

2. Increase the residents' share of the total tenant payment to 35% of adjusted gross income.
  3. Time-limit housing assistance for MTW participants.
  4. During the actual time a family is housed, it may not apply for an alternative form of subsidy.
  5. At the end of the time period, residents of PH with gross monthly incomes at or above the Safety Net threshold will be given the opportunity to rent their unit at market rent, which will free up the subsidy and allow an additional voucher to be issued.
  6. Enhance the quality of life and standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain drivers license, purchase vehicle, coordinate child care).
  7. Increase earned income of participating families enabling them to pay more towards their rent and requiring less subsidy, especially in cases where the family may not meet full self-sufficiency goals (re: Safety Net Families).
- B. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
1. Amend waiting list preferences to include working families.
  2. To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant.
  3. All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.
- C. To improve housing choices for our residents by offering or coordinating the following resources:
1. Homeownership counseling and assistance.
  2. Budget counseling.
  3. Fair Market Housing counseling.
  4. Assistance obtaining a Low Income Housing Tax Credit Unit.
  5. MTW Savings Account as income increases.
  6. Counseling to repair credit problems.

7. Financial Literacy Education.
8. Individual Development Account referral for approved participants.
9. Resident Homeownership Program.

### **1.3 STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE**

The accomplishments and status are cumulative from the date that the MTW Program started.

- A. Holly Square added to the PH stock on March 1, 2000.
- B. Certificate and Voucher Programs were combined into one Housing Choice Voucher Program (1999)
- C. Rents were increased to 35% of adjusted income for all MTW participants (1999).
- D. PH and Housing Choice Voucher Program waiting lists were combined (1999).
- E. Working preference added (1999).
- F. Case management services were initially established and contracts signed with two nonprofit counseling agencies for all Housing Choice Voucher Program MTW participants. As of July 1, 2008 all case management activities for Housing Choice Vouchers were taken over by the existing DSHA Resident Service Staff. This change has reduced expenses by \$80,000 annually, and given DSHA the ability to provide case management to all MTW residents on a more consistent level. (2008)
- G. Report established to identify and monitor needs of the MTW participants (2006).
- H. Agencies have been identified and contacts established that may provide services for unmet needs.
- I. All funds are block granted.
- J. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.
- K. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets. Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.

- L. The Resident Homeownership Program (RHP) began accepting applications in FY-2004. There are two families now enrolled in the program.
- M. Although DSHA's contract with NCALL has ended, we continue to provide referrals for, credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local non-profit organizations.
- N. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP). (2008)
- O. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)
- P. DSHA has awarded 147 educational scholarships from the MTW budget.
- Q. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
- R. Since MTW implementation in August 1999, 564 families have successfully completed the MTW Program. One hundred and seventy-eight (178) have purchased homes and 386 have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program.
- S. The time limit safety-net feature was implemented in FY2005. Families who have **not** been able to increase their incomes to the level where 40% of their monthly adjusted income equals or exceeds the lower of their Housing Choice Voucher Program gross rent or Voucher payment standard, or the fair market rent for their PH unit, are being transferred to safety-net status. Their total tenant payment reverts to 30% and they forfeit the money in their MTW savings account. The condition for the family to retain the rental subsidy is that they must maintain employment of at least 20 hours per week, be involved in a full-time educational program or a combination of both which equals at least 20 hours.



Families whose monthly-adjusted incomes are at or above the safety-net threshold are having their subsidy terminated. PH families can either move or stay in their unit, sign a private-market lease and pay the market rent. Housing Choice Voucher Program families will begin paying the full market rent to their current landlord. All families who have remained in compliance with MTW requirements will be given the money in their savings accounts at this time.

- T. Funds from the Housing Choice Voucher Program Reserves have been used to pay for capital improvement projects at the Public Housing sites including: the replacement of heating and addition of air-conditioning systems at McLane Gardens, McLane Gardens Annex, Clark's Corner, Lavery Lane, and Mifflin Meadows; the installation of security cameras at Clark's Corner, Liberty Court and Burton Village; the installation of security fencing at Liberty Court, Mifflin Meadows and McLane Gardens.

**Moving to Work Successful Move-outs  
Numbers from 8/1/99 through 6/30/09**

Program	Homeownership	Unsubsidized Rental
Public Housing	95	174
Housing Choice Vouchers	83	212
Total	178	386

## 2.0 (A) HOUSING STOCK INFORMATION

### • NUMBER OF PUBLIC HOUSING UNITS AT THE END OF FY2009

The number of public housing units in the Delaware State Housing Authority (DSHA) portfolio has not changed during the Plan year. The only change anticipated will be under Scattered Site Homeownership, where DSHA is in the process of having eight (8) units removed from PIC that were sold prior to 1996. There are five (5) actual units remaining.

#### Number of Public Housing Units as of June 30, 2009

Public Housing						
	Total Units	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
Burton Village	51	-	14	28	9	-
Clarks Corner	70	4	26	26	12	2
Hickory Tree	55	-	26	26	3	
Holly Square	24	24	-	-	-	-
Laverty Lane	50	-	40	10	-	-
Liberty Court	108	25	71	12	-	-
McLane Gardens	29	12	6	6	4	1
McLane Gardens Annex	21	-	12	6	3	-
Mifflin Meadows	54	6	8	24	12	4
Peach Circle	32	32	-	-	-	-
Scattered Sites-Rental	9	-	-	9	-	-
Scattered Sites-Owner	5*	-	-	5*	-	-
TOTAL	508	103	203	152	43	7

• **SIGNIFICANT CAPITAL EXPENDITURES BY DEVELOPMENT-FY2009**

This section compares FY2009 budgeted capital work with the actual FY2009 Capital Expenditures by property.

<b>ACTIVITY</b>	<b>COMMUNITIES</b>	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDGET</b>	<b>EXPENDED</b>
Architect Fees - Front Doors	Burton Village	6,725.00	7,649.36	4,696.31
Exterior Door Replacements	Burton Village	70,008.00	66,911.50	66,911.50
Police Protection	Burton Village	13,350.00	13,350.00	13,350.00
Community Building Carpet Installation	Hickory Tree	11,995.00	12,839.00	12,839.00
Architect Fees - HVAC Upgrades	Hickory Tree	36,500.00	38,368.00	7,936.00
Community Building Painting/Floor Repair	Hickory Tree	13,990.00	14,834.00	2,193.00
Architect Fees - Community Building Floor Remediation	Hickory Tree	2,650.00	3,184.85	1,764.85
HVAC Upgrades - Community Building	Laverty Lane	100,000.00	100,000.00	13,387.00
Roof Replacements	Laverty Lane	200,000.00	258,189.00	258,189.00
Architect Fees - Roof Replacements	Laverty Lane	16,560.00	11,550.68	17,836.00
Architect Fees - Window Replacements *	Laverty Lane	10,800.00	10,861.40	5,417.40
Roof Replacements	Liberty Court	25,000.00	23,450.00	23,450.00
Architect Fees - Security Upgrades	Liberty Court	18,750.00	31,250.00	30,018.75
Security Upgrades - Security Cameras	Liberty Court	161,679.25	178,462.11	178,462.11
Architect Fees - Playground Improvements *	Liberty Court	6,600.00	6,724.89	5,293.00
Architect Fees - Window & Exterior Door Replacements	McLane Gardens	33,185.00	33,185.00	18,089.14
Architect Fees - Roof Replacements *	McLane Gardens	8,950.00	9,225.40	5,085.40
Architect Fees - Bathroom Renovations *	McLane Annex	13,800.00	13,834.67	8,459.67
Architect Fees - Door Replacements	Mifflin Meadows	15,200.00	16,095.74	10,590.19
Exterior Door Replacements	Mifflin Meadows	128,900.00	160,028.47	160,028.47
Architect Fees - Parking Lot Improvements *	Mifflin Meadows & Clark's Corner	14,500.00	15,629.14	10,204.00
Architect Fees - Roof Replacements *	Peach Circle	9,590.00	9,641.80	5,981.80
Administrative Costs	Authority Wide	81,203.00	81,203.00	81,203.00
Management Improvements - Printing and Bid Advertising	Various Sites	6,100.00	5,685.06	5,685.06
<b>Capital Program Totals</b>		<b>1,006,035.25</b>	<b>1,122,153.07</b>	<b>947,070.65</b>

**DISCUSSION OF THE CAPITAL EXPENDITURE AMOUNTS:**

The following are descriptions of the expenditures made during FY2009 that exceeded 30% of the agencies total budgeted capital expenditures for the fiscal year. Total Planned Expenditures for FY2009 were \$661,328.

1. Lavery Lane Roof Replacements: \$276,025 (Roof Replacement: \$258,189 and Architect Fees: \$17,836). This entailed the removal and replacement of existing shingles on 24 buildings and the Community Center.
2. Liberty Court Security Cameras: \$208,481.00 (Installation of Cameras: \$178,462 and Architect fees: \$30,019): This entailed the installation of eleven (11) security cameras and equipment in a 108 unit community. The cameras can be remotely controlled, or operated on a preset scanning patrol.

- **DESCRIPTION OF ANY NEW PUBLIC HOUSING UNITS DURING FY2009**

DSHA did not add any new public housing units to the agency portfolio during FY2009.

- **NUMBER OF PUBLIC HOUSING UNITS REMOVED FROM INVENTORY DURING FY2009**

There were no units removed from the public housing inventory during FY2009, although DSHA is in the process of correcting the unit count shown in PIC by removing eight (8) Scattered Site Homeownership units that were sold prior to 2006.

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE END OF FY2009**

There were no changes to the number of MTW or non-MTW vouchers authorized for use by DSHA as of June 30, 2009. DSHA does not have any project-based Housing Choice Vouchers.

<b>Housing Choice Voucher Program</b>	
Moving To Work Vouchers	903
HUD Conversion Vouchers	2
<b>TOTAL</b>	<b>905</b>

- **OVERVIEW OF OTHER HOUSING MANAGED BY DSHA**

**DSHA owns and manages two (2) Section 8 New Construction developments, Huling Cove and Huling Cove Annex in Lewes, Delaware. Both developments provide housing for the elderly and persons with disabilities, but have adopted a preference for elderly applicants in accordance with Subtitle D Of the Title VI of the Housing and Community Development Act of 1992.**

**Huling Cove has twenty-four (24), one-bedroom units, and Huling Cove Annex has forty-one (41), one-bedroom units. Both sites were substantially renovated during FY2008-2009.**

**2.0 (B)****LEASING INFORMATION-ACTUAL AS OF JUNE 30, 2009**

- Number of Public Housing Units Leased as of June 30, 2009**

<b>Public Housing</b>							
	Total Units	Total Units Leased	Bedroom Size				
			1BR	2BR	3BR	4BR	5BR
Burton Village	51	50	-	14	27	9	-
Clarks Corner	70	69	4	26	26	11	2
Hickory Tree	55	55	-	26	26	3	
Holly Square	24	24	24	-	-	-	-
Laverty Lane	50	50	-	40	10	-	-
Liberty Court	108	108	25	71	12	-	-
McLane Gardens	29	29	12	6	6	4	1
McLane Gardens Annex	21	21	-	12	6	3	-
Mifflin Meadows	54	52	6	8	24	10	4
Peach Circle	32	31	31	-	-	-	-
Scattered Sites – Rental	9	-	-	-	9	-	-
Scattered Sites – Owner	5*	4	-	-	4*	-	-
<b>TOTAL</b>	<b>508</b>	<b>493</b>	<b>103</b>	<b>203</b>	<b>152</b>	<b>43</b>	<b>7</b>

**Total Occupancy Rate as of June 30, 2009: 97%**

- **Total Number of non-MTW Public Housing Units leased in Plan year :**

All Public Housing unit leased are under the MTW Program.

- **Total Number of MTW Housing Choice Voucher units leased in Plan Year:**

**Total Number of MTW and Non-MTW units leased as of June 30, 2009**

Housing Choice Voucher Program						
	Total Households	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
MTW	891	262	341	232	51	5
Non-MTW	2	1	1			
Total	893	262	342	232	51	5

**Total number authorized MTW & Non-MTW Vouchers: 905 Vouchers**

**Percentage of leased vouchers: 98.6%**

- **Description of any issues relating to leasing of Public Housing Units or Housing Choice Vouchers:**

The public housing occupancy rate has been on average 95% to 97% over the past few years. The high turnover rates experienced at some sites are the result of DSHA's strict enforcement of rent payment and anti-crime policies. The importance of timely rent payment is constantly stressed to residents by the housing managers as well as the MTW case managers. Though criminal background checks are performed prior to admission of all new residents 18 years of age and older, we still lose families because of drug-related criminal activity, many times involving their non-resident visitors.

DSHA's Housing Choice Voucher utilization rate during FY2009 has averaged 100%. As of June 30, 2009 it was 98.6%. Lease-up figures for the past 12 months show that 72% of families on the waiting list successfully leased a unit within 120 days after receiving their new voucher. This is about 6% higher than the historical average. We are not optimistic that families will be any more successful in the near future since fair market rents proposed by HUD are not increasing at a rate to adequately keep up with market demand and supply.

Applicants are given in-depth information about DSHA's extension policy at voucher briefing sessions and reminders are mailed at the end of the 60-, 90- and 120-day periods. They are also given an extensive list of landlords willing to participate in the HCV Program. A "Unit's Available List" is also maintained by DSHA, updated weekly and provided to participants upon request and via DSHA's website. The extension approval policy is liberal and only requires voucher holders to show a list of landlords who have been contacted during the period.

Extensions beyond the maximum 120-day search period are given to disabled families who are having difficulty finding a suitable unit. Poor rental history and increased market rents seem to be the major reasons for failure to lease a unit since almost a quarter of the vouchers expire after only 60 days.

DSHA implemented a new on-line rent reasonableness system in March 2004, which helps ensure more objectively and accurately that Housing Choice Voucher units are rented at rates comparable to the local markets.

In reference to the ability of a family to use the Portability feature of the housing choice voucher, only those families that are exempt from the MTW program, or are in the safety-net, are allowed to take their voucher outside of DSHA's jurisdiction. MTW participants are **not eligible** to use the portability feature of their voucher **unless**: they document that they have been offered employment outside of DSHA's jurisdiction or must move for medical purposes (immediate family members) outside of DSHA's jurisdiction.

- **Number of project-based vouchers committed or in use at the end of Plan year:**

No Housing Choice Vouchers have been committed or used as project-based vouchers by DSHA during the Plan year.

## **2.0 (C) WAITING LIST INFORMATION**

- **Number and characteristics of households on the waiting lists (all housing types) at the end of the plan year:**

The waiting list is a combined list for Housing Choice Voucher Program Vouchers and Public Housing. MTW applicants are provided the type of housing that is available when their name comes to the top of the list. The waiting list has been open since 1991, and DSHA anticipates that it will remain open. There is significant change in the number of applicants since last year. Prior to the commencement of MTW, the wait for housing ranged from about 8 months for some bedroom sizes in Public Housing, to about 22 months for a Housing Choice Voucher. Currently, the wait for those with an MTW preference and the elderly/disabled is approximately eighteen months for Public Housing and 24 months for the Housing Choice Voucher Program.

Based on the current economic climate and increase in fuel, utility and rental costs, we anticipate that the total number of applicants on the waiting list will grow approximately 15% to 18% during FY2010. The increase in applicants shown below can be partially attributed to the implementation of a web-based application process. This new system has made applying for housing more accessible to the general public and has increased the number of out-of-jurisdiction applications.

### Number of Households on the Waiting List by Bedroom Size on June 30, 2009

Combined Public Housing and Housing Choice Voucher Waiting List							
	Total Households		June 2009				
	June 2008	June 2009	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	3,489	4,210	794	1,724	1,242	366	84
Elderly/Disabled	1,704	1,995	1,257	403	230	85	20
Total	5,193	6,205	1,979	2,027	1,472	451	104

### Race of households on Waiting List being served as of June 30, 2009

Combined Public Housing and Housing Choice Voucher Waiting Lists						
	Total Households	White	Black	Alaskan/ Native American	Asian	Pacific Islander
Number	6,205	2198	3953	11	27	16
Percent	100%	35.4%	63.7%	>1%	>1%	>1%

### Ethnicity of households on Waiting List as of June 30, 2009

Combined Public Housing and Housing Choice Voucher Waiting Lists			
	Total Households	Hispanic	Non-Hispanic
Number	6,205	314	5,891
Percent	100%	5.1%	94.9%

### Income of households on the Waiting List as of June 30, 2009

Public Housing and Housing Choice Voucher Waiting Lists					
	Total Households	Less than 30% AMI*	30-50% AMI	50-80% AMI	Greater than 80% AMI
Number of Households	6,205	4,747	1,025	417	16
Percent	100%	76.5%	16.5%	6.7%	<1%



### **3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION:**

Delaware State Housing Authority (DSHA) was created in 1968. Over the past 40 years, DSHA has emerged to serve an integral role in Delaware's overall economic and social plan, demonstrated by the inclusion of the DSHA Director as part of the Governor's Cabinet in Delaware State Government.

Today, DSHA functions as a government agency and an entrepreneurial developer and lending institution.

DSHA makes mortgage and other loans to both for-profit and nonprofit housing sponsors. We also extend loans to mortgage lenders and require that proceeds be used to create new residential mortgage loans. DSHA also applies for, and receives, subsidies from the federal government and other sources, in addition to issuing its own bonds and notes. In addition to its role as the State's Housing Finance Agency, DSHA is unique in that it also owns and operates Public Housing, and acts as a community development agency.

Our core business focuses on preservation, new construction, homeownership, rental assistance, resident services, asset management, rehabilitation, homeless prevention, emergency and transitional housing, and community development. DSHA provides a host of programs to address Delaware's affordable housing needs, most of which are available on a statewide level.

To assist in supporting these types of assistance, DSHA also researches the nature of Delaware's housing needs through such vehicles as needs assessments, rental surveys and housing production reports. DSHA staff members serve on a variety of boards and committees related to housing.

To administer all of these programs and to achieve its goal of providing affordable and safe housing for low- and moderate-income persons, DSHA employs a full-time staff of 131 and is divided into seven interdependent sections: Administration, Asset Management, Community Development & Planning, Community Relations, Housing Development, Housing Finance, and Housing Management.

## **4.0 LONG-TERM MTW PLAN**

DSHA's long-term vision for the MTW Program will be to expand and evolve current activities, utilize a greater number of the authorizations permitted under the MTW agreement and create a comprehensive system to identify and document MTW accomplishments. With the acceptance of the Restated and Amended MTW Agreement, DSHA will be looking at the following areas:

- A. Adoption of income/asset verification procedures in lieu of the current HUD system for both Public Housing and Housing Choice Vouchers. This would allow DSHA to reduce costs and make the processing of applications and interim/annual certifications more efficient.
- B. Explore alternative rent policies to simplify the calculation of subsidy and tenant rents. This includes a process that would be less intrusive to the residents, simple to perform and understand, reduce the potential for errors, and reduce administrative burden and transaction volume. DSHA would work with housing advocates, residents and other interested parties to insure that any proposed alternative rent policies would be equitable and fair to residents.
- B. Restructuring of initial, annual and interim certification and inspection policies. This would create administrative efficiencies by reducing the frequency of re-certifications and annual inspections, and making the process less intrusive/burdensome for residents.
- C. Revising existing Waiting List procedures to ensure that MTW Eligible and MTW Exempt (elderly, disabled) applicants are treated equally in that they have no choice in the type of housing subsidy they will receive (Public Housing or Housing Choice Voucher), unless there is a verifiable need and request for a Reasonable Accommodation. DSHA has already started a dialogue with the Delaware Housing Coalition on this issue.
- D. Explore potential time limits for Safety Net participants including a hardship policy, and eliminating the Fair Market rent program in public housing units. Before any action would be taken to include these items in any future MTW Plan, DSHA would work closely with other housing advocates, residents and other interested parties to insure that any proposed policies would be fair and equitable to residents.

## **6.0 ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED – LISTED BY STATUTORY OBJECTIVE**

### **A. Statutory Objective #1**

**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher (HCV) Programs as indicated below:**

#### **MTW Activity A1**

The ability to combine Public Housing and Housing Choice Voucher funding into a single, block grant funding source. This has allowed DSHA the flexibility to utilize Housing Choice Voucher reserves for capital improvements up to and above the amount of funding provided by Public Housing Capital Funds. This includes the installation of air conditioning and replacement of heaters in most public housing units and the planned installation of security cameras at several public housing sites. It has also allowed DSHA to properly maintain and operate its public housing communities in years when overall program funding has been reduced. Additionally, many MTW activities such as resident case management, housing and credit counseling, and other resident services have been provided using combined Public Housing and Housing Choice Voucher funds. Identified and Implemented in initial Plan for FY2000.

#### **Anticipated Impact**

DSHA will be able to adequately fund both Public Housing and Housing Choice Voucher programs with reduced pro-ration from HUD. As we are experiencing reduced funds for Public Housing, we can utilize funds from the Housing Choice Voucher program for Operations.

#### **Actual Impact**

**DSHA has utilized the fungibility aspect of MTW by using Housing Choice Voucher Reserve funds for Public Housing operations and to complete Capital Improvements at Public Housing Sites. In FY2008, \$675,000 was transferred from the Housing Choice Voucher Reserves to Public Housing to offset a deficit in operations, and help build-up the Public Housing Reserves. Without this transfer of funds in FY2008, there would have been a deficit of (\$520,093) in FY2008 and (\$15,235) during FY2009. In addition, Housing Choice Voucher Reserves have been used during FY2009 to upgrade the HVAC system in the Lavery Lane Community Building (\$169,847) and to install security cameras at Burton Village (\$80,150). Without the fungibility allowed by the MTW program, DSHA would not be able to maintain and operate the Public Housing program to a high standard.**

#### **Baseline**

The baseline will begin with the FY2008 fiscal year showing Funds received for Public Housing and Housing Choice Vouchers, amounts used for fungible amounts to supplement capital improvements in Public Housing and/or fund programs that would normally be cut through appropriations.

#### **Benchmark**

Since this activity deals with the combined use of funds, each fiscal year (from FY2008 to FY2018) will be compared showing the use of block grant funds vs. what would occur if the agency did not participate in the MTW program.

#### **Data Collection/Metrics**

Un-audited accounting records, capital expenditures and program appropriation reports will be used to determine the affects of the block grant on the agency. No outside evaluator will be used.

#### **Authorization(s)**

Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section 8(o), 9(d) and 9(e) of the 1937 Act.

Utilization of Fungible Funds Under MTW					
	2008	2009	2010	2011	2012
Public Housing <u>Deficit</u> w/o MTW Fungibility	(\$520,093)	(\$15,235)			
Public Housing Capital Improvements Completed with Housing Choice Voucher Reserves	\$46,925	\$250,694			
Funds Transferred from HCV Reserves to Public Housing Reserves	\$675,000	-0-			

**A. Statutory Objective #1  
& #2**

**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**

**MTW Activity A2**

Time-limit housing assistance for MTW participants to five (5) years, with a potential one (1) year extension. #1. This improves the overall cost effectiveness of the housing programs by #2. Moving families into self-sufficiency and non-subsidized housing, and #3. Allowing another eligible family in need of housing to participate in the MTW program. Identified and Implemented in initial Plan for FY2004.

**Anticipated Impact**

#1. Able to serve more people with same amount of funding; #2. Create increased homeownership or Fair Market rental options with the use of MTW savings; #3. Reduce recidivism on Waiting List.

**Actual Impact**

**For FY2009, the total number of MTW participants that successfully completed the program and moved onto either homeownership or non-subsidized rental housing significantly increased from FY2008 and the benchmark set for this category. A total of 51 participants, or 14% of the MTW participants, achieved self-sufficiency. This is over twice the amount from FY2008.**

**This is significant when looking at the number of MTW participants that were at the end of the time-limited five year program, and whether or not these residents achieved self-sufficiency or were accepted into the Safety Net. In this case, out of the 34 participants at the end of the five year time limit, only six (6) residents successfully completed the MTW program. The remaining 28 went into the Safety-Net. This exceeds the benchmark for FY2009 by at least two percent.**

**The overall conclusion, and comparing the results noted above, is that the majority of residents that achieve self-sufficiency and successfully complete the MTW program do so before the fifth year of MTW participation. These residents do not wait until the end of the program to move-out. Whereas, most residents that continue through the fifth year of participation in the MTW program will not become self-sufficient and will opt for placement in the Safety-Net. (Please see the charts below).**

**Baseline**

The baseline will be the number of MTW participants in their fifth year of the program, the number successfully completing the program and the number going to Safety Net for FY2008.

**Benchmark**

The benchmark will be a percentage of MTW participants graduating from the MTW program for each year from FY2008 to FY2018.

**Data Collection/Metrics**

The Case Management and Easy Housing resident software will be utilized to track and identify the number of MTW participants, program graduates and Safety Net families. The programs are being modified to provide this data starting with FY2008.

**Authorization(s)**

1) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 11. Rent Policies and Term Limits. This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 C.F.R 5.603, 5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.

2) Attachment C, Section D. Authorizations Related to Housing Choice Vouchers Only, Paragraph 2(a) and 2(d). Rent Policies and Term Limits. This authorization waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R 982.508, 982.503 and 982.518 A as necessary to implement the Agency's Annual MTW Plan.

### Total MTW Participants

MTW Participants	2008	2009	2010	2011	2012	2013
Vouchers	184	143				
Public Housing	225	210				
Total	409	353				
Percentage	28%	25%				
Benchmark Percentage	25-30%	25-30%	25-30%	25-30%	25-30%	25-30%

\* Percentage of total number of clients served (1,388)

### Successful MTW Completions-Residents Moving from Assisted Units to Non-assisted Housing

Successful Completions	2008	2009	2010	2011	2012	2013
Vouchers	12	25				
Public Housing	13	26				
Total	25	51				
Percentage	2%*/6%**	4%*/14%**				
Benchmark Percentage	2-5%* 6-9%**	2-5%* 6-9%**	2-5%* 6-9%**	2-5%* 6-9%**	2-5%* 6-9%**	2-5%* 6-9%**

\* Percentage of total number of clients served (1,388)

\*\*14% of MTW participants (353)

Note: The majority of current participants will have their five (5) year MTW period ending between 2009-2012.

### MTW Expirations-Residents with Contracts of Mutual Participation Expiring During Period

Total MTW EXPIRATIONS	2008	2009	2010	2011	2012	2013
Vouchers	9	15				
Public Housing	11	19				
Total	20	34				
Percentage	6%*	10%*				
Benchmark Percentage	5-10%	5-10%	5-10%	5-10%	5-10%	5-10%

\* Percentage of total number of clients served (1,388)

\*\* 10% of MTW participants (353)

Note: The majority of current participants will have their five (5) year MTW period ending between 2009-2012.

### Residents Going to the Safety Net Program after the Expiration of COMP Agreement

Number Going To Safety Net	2008	2009	2010	2011	2012	2013
Vouchers	7	15				
Public Housing	8	13				
Total	15	28				
Percentage	4%*	8%*				
Benchmark Percentage	4-6%	4-6%	4-6%	4-6%	4-6%	4-6%

\* Percentage of total number of clients served (1,388)

\*\* 8% of MTW participants (353)

Note: The majority of current participants will have their five (5) year MTW period ending between 2009-2012.

**A. Statutory Objective #1  
(continued)**

**MTW Activities to reduce costs and achieve greater cost effectiveness and self sufficiency by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**

<b>MTW Activity</b>	MTW participants are required to be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements were increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.) #1. This is to stimulate an increase in resident earning potential; #2. Create a stepped requirement leading to self-sufficiency; #3. And reduce the subsidy needed for the participant. Initially implemented in FY2000 Annual Plan, revised in the FY2008 Annual Plan.
<b>Anticipated Impact</b>	#1. Reduce the amount of subsidy required for each resident while increasing savings and assets; #2. Provide MTW participants with counseling, coaching and encouragement to increase employment/earnings;
<b>Actual Impact</b>	<b>For FY2009, the number of MTW participants with actual hours greater than 30 hours per week <u>decreased</u> as apposed to FY2008. This can be attributed to the downturn in the economy, and the lack of available full time employment. There was an <u>increase</u> in the number of MTW individuals working 30 hours or less, caused by employers who want to staff their businesses without the expense of paying for benefits. Based on this, the actual overall employment rate of MTW participants working over 20 hours per week falls at least 8% below our projected benchmark of 95-100%. As the economy improves during FY2010, we anticipate the employment rate and actual hours worked will increase, resulting in increased income and reduced subsidy requirements in both Public Housing and Housing Choice Voucher Programs. (Please see chart below).</b>
<b>Baseline</b>	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked (20-24 hr, 25-29 hrs, 30-34 hrs, and 35+ hours) as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of MTW participants that are employed at least 20 hours per week on an annual basis from FY2008 to FY2018. <b>This benchmark has been redefined by including the wording “at least 20 hours per week” since this is a requirement of the MTW program.</b>
<b>Data Collection/Metrics</b>	The Case Management and Easy Housing resident software will be utilized to track individuals with employment income and weekly hours. Both software systems are being modified to provide this information for FY2008 and beyond. No outside evaluators will be used.
<b>Authorization(s)</b>	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency’s Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 3 (a). Eligibility of Participants, This authorization waives certain provisions of Section 16(b) and Sections 8(o)(4) 1937 Act and 24 C.F.R 5.603, 5.609, 5.611, 5.628 and 982.201 as necessary to implement the Agency’s Annual MTW Plan.

## MTW Participants Shown by Actual Hours Worked Per Week as of June 30, 2009

	2008	2009	2010	2011	2012	2013
<b>MTW Participants</b>	415	353				
>20 Hrs	N/A	-				
Percentage	N/A	N/A				
20-24 hrs	42	58				
Percentage	10%	16%				
25-29 hrs	47	50				
Percentage	12%	14%				
30-34 hrs	79	60				
Percentage	20%	17%				
35 + hrs	236	141				
Percentage	58%	40%				
Total Employed	404	305				
Benchmark	<b>95-100%</b>	<b>95-100%</b>	<b>95-100%</b>	<b>95-100%</b>	<b>95-100%</b>	<b>95-100%</b>
Percentage (Empl/MTW)	<b>99%</b>	<b>87%</b>				

\* Decrease for 2009 attributed to downturn in economy and increase in state unemployment rate.



**A. Statutory Objective #1  
(continued)**

**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**

**MTW Activity**

Safety Net participants who did not successfully complete the MTW five (5) year program continue to be required to work at least twenty hours per week, earning no less than minimum wage. This requirement increases the earned income of Safety Net participants enabling them to pay more towards their rent and requiring less overall subsidy. Initially implemented in the FY2004 Annual Plan

**Anticipated Impact**

By continuing the work requirements while in the Safety Net, the tenant will require less subsidy.

**Actual Impact**

**For FY2009, the number of Safety Net participants with actual hours greater than 20 hours per week decreased as apposed to FY2008. This can be attributed to the downturn in the economy, and the lack of available full time employment. Based on this, the actual overall employment rate of MTW participants working over 20 hours per week falls at least 6% below our projected benchmark of 70-75%. As the economy improves during FY2010, we anticipate the employment rate and actual hours worked will increase, resulting in increased income and reduced subsidy requirements in both Public Housing and Housing Choice Voucher Programs. (Please see chart below).**

**Baseline**

The baseline will be the total number of Safety Net participants, the number employed, a range of weekly hours worked (20-30 hrs, 30+ hours) and the working income of Safety Net families as of FY2008.

**Benchmark**

The benchmark will be based on a percentage of Safety Net participants that are employed and increase income on an annual basis from FY2008 to FY2018.

**Data Collection/Metrics**

Easy Housing resident software will be utilized to track and identify the number of MTW participants, successful completions and Safety Net families. The Easy Housing software already provides this data.

**Authorization(s)**

Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 2, Local Preferences and Admission and Continued Occupancy Policies and Procedures. This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

### Safety Net Participants Shown by Actual Hours Worked Per Week as of June 30, 2009

	2008	2009	2010	2011	2012	2013
<b>Safety Net Participants</b>	101	119				
>20 Hrs	N/A	N/A				
Percentage	N/A	N/A				
20-24 hrs	19	22				
Percentage	26%	30%				
25-29 hrs	11	6				
Percentage	15%	8%				
30-34 hrs	10	15				
Percentage	14%	20%				
35 + hrs	32	33				
Percentage	44%	43%				
Total Employed	72	76				
Percentage (Empl/Safety Net)	<b>71%</b>	<b>64%</b>				
Benchmark	<b>70-75%</b>	<b>70-75%</b>	<b>70-75%</b>	<b>70-75%</b>	<b>70-75%</b>	<b>70-75%</b>

\* Decrease for 2009 attributed to downturn in economy and increase in state unemployment rate.

**A. Statutory Objective #1  
(continued)**

**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**

**MTW Activity**

At the end of the MTW participation period, residents of PH with monthly gross incomes at or above the Safety Net threshold will be given the opportunity to rent their unit at market rent, which will free up the subsidy and provide additional income for the Public Housing program. Initially implemented in the FY200 Annual Plan, modified in the FY2004 Annual Plan.

**Anticipated Impact**

Allows individual that has achieved self-sufficiency but still has credit/debit issues. The ability to remain in their unit and pay Fair Market Rent. Allows additional time to repair credit to eventually move into Fair Market housing.

**Actual Impact**

**The actual number of Fair Market Renters has been reduced during FY2009 by six (6), but still meets the anticipated benchmark of 5%. What has been noted is that the majority of fair market vacancies have been caused by evictions related to the non-payment of rent. Because of this, DSHA is researching to possibility of eliminating the Fair Market Rental option and using the units for new MTW eligible families. (See chart below).**

**Baseline**

The baseline will be the number of Market Rate renters in Public housing as of FY2008.

**Benchmark**

The benchmark will be based on a percentage of Public Housing residents electing to become Market Rate renters each year from FY2008 to FY2018.

**Data Collection/Metrics**

Easy Housing resident software will be utilized to track and identify the number of Market Rate renters. The Easy Housing software already provides this data. No outside evaluators will be used.

**Authorization(s)**

Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

**Market Rate Renters in Public Housing as of June 30, 2009**

<b>Market Renters in Public Housing</b>					
	2008	2009	2010	2011	2012
Total	34	28			
Percentage of P/H Units	6.6%	5.5%			
Benchmark Percentage	<b>5-7%</b>	<b>5%*</b>	<b>6%*</b>	<b>6%*</b>	<b>6%*</b>

\*Projected Percentage of Market Renters

**B. Statutory Objective #2  
(continued)**

**MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:**

**MTW Activity**

To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. When a client reaches the end of the contract (either a the end of five years, or after an additional one year extension) if their income has increased to where 40% of their monthly gross income equals or exceeds the fair market rent for their unit they can stay in the unit and pay rent at the market rate (with no subsidy) or move into other unsubsidized housing or home ownership and receive the balance of any monies in their savings account. Initiated in the FY2000 Annual Plan.

**Anticipated Impact**

Encourage residents to work at capacity rather than least amount required. Provides participants with funds to repair credit, debt issues and/or move into Home ownership upon successful completion of MTW program.

**Actual Impact**

**During FY2009, fifty-one (51) MTW participants successfully completed the program and moved into homeownership (8 participants) or non-subsidized housing (43 participants). This rate is almost double that achieved in FY2008 and represent approximately 14% of the total number of participants on the program. This rate far exceeds the anticipated benchmark of 5-10%. Even in an economic downturn and tightening mortgage requirements, eight (8) subsidized housing resident were able to achieve home-ownership status. The MTW Escrows accumulated by the residents provided essential funds that helped with closing costs and down-payments for home-ownership and security/utility deposits for non-subsidized rental housing. Without these funds, many of the participants would not have been able to make the transition into home-ownership or other rental housing. (See the chart below)**

**Baseline**

The baseline will be the number of participants that successfully complete the MTW program each year and the average amount of escrow disbursements. The baseline will also show if a participant moves into homeownership or unsubsidized rental housing. The baseline will begin with FY2009.

**Benchmark**

The benchmark will be based on the projected number of successful MTW completions and escrow disbursements from FY2009 to FY2018.

**Data Collection/Metrics**

Case Management software will be utilized to track and identify the number of MTW residents that have successfully completed the program and amount of disbursements. Case Management software will be updated to provide this data beginning with FY2008-2009. No outside evaluators will be used.

**Authorization(s)**

1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency. This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.  
2) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

## Successful MTW Completions as of June 30, 2009

Successful MTW Completions					
	2008	2009	2010	2011	2012
Total Active MTW Participants	409	353			
Successful MTW Completions	25	51			
Homeownership	9	8			
Unsubsidized Rental Housing	16	43			
Avg. Escrow Disbursement	\$5,819.00	\$7,591.00			
Percentage	6%	14%			
Benchmark – Completions/Partic.	<b>6%</b>	<b>5-10%</b>	<b>5-10%</b>	<b>5-10%</b>	<b>5-10%</b>

**B. Statutory Objective #2  
(continued)**

**MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:**

<b>MTW Activity</b>	All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow. Initiated in the FY 2000 Annual Plan.
<b>Anticipated Impact</b>	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency.
<b>Actual Impact</b>	<b>During FY2009, one hundred-fifty one (151) MTW participants were assisted with specialized case management activities that are above and beyond the normal quarterly case management. This represents 43% of the total number of MTW participants as of June 30, 2009. These specialized case management activities are specifically geared to help participants become more attractive to potential employers, improve opportunities for job interviews and assist them in becoming more knowledgeable financially. Without the use and availability of MTW funds, this type of case management would not have been financially possible.</b>
<b>Baseline</b>	The baseline will be the number of referrals and participants actively involved in case management programs for FY2008-2009.
<b>Benchmark</b>	The benchmark will be based on a percentage of participants actively involved in programs from FY2009 to FY2018.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs. Case Management software will be updated to provide this data beginning with FY2008-2009. No outside evaluators will be used.
<b>Authorization(s)</b>	1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

**Specialized Case Management  
July 1, 2008 through June 30, 2009**

<b>Case Management</b>					
	2009	2010	2011	2012	2013
Total Active MTW Participants	353				
Job Training	48				
Placement Referrals	41				
Financial Literacy Classes	62				
Transportation Stipends	0				
Total	151				

**B. Statutory Objective #2  
(continued)**

**MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:**

**MTW Activity**

Enhance the standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain employment, drivers license, purchase vehicle, coordinate child care, obtain GED, enroll for college courses, expunge criminal record, clear credit history). Initiated in the FY2000 Annual Plan.

**Anticipated Impact**

Better prepares MTW participants to succeed in finding employment and overcoming barriers to self sufficiency.

**Actual Impact**

**For FY2009, MTW program participants were successful in overcoming 55% of all barriers to self-sufficiency identified during MTW case management. Although this goal did not reach the benchmark of between 60-70%, it was significant in the fact that it helped participants become employed, by removing barriers such as transportation and education. This would not have been possible without the case management activities, education scholarships and availability of escrow loans provided under the MTW program.**

**Baseline**

The baseline will be the number of participants with identified barriers to self-sufficiency for FY2008-2009.

**Benchmark**

The benchmark will be based on a percentage of participants actively working to eliminate barriers and number of actual achievements from FY2009 to FY2018.

**Data Collection/Metrics**

Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs to remove specific barriers to self-sufficiency. Case Management software will be updated to provide this data beginning with FY2008-2009. No outside evaluators will be used.

**Authorization(s)**

1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan.  
2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

**Removing Barriers to Self-Sufficiency**  
**July 1, 2008 through June 30, 2009**

<b>Overcoming Barriers to Self-Sufficiency</b>				
	Identified Barriers	Actual Achievements	Achievements-Identified vs. Actual	Goal/Benchmark
Total # MTW Participants	353	353		
Employment	26	26	100%	
Drivers License/Transportation	50	23	46%	
GED/Certificate	55	16	29%	
College Degree	0	4	400%	
Clear Criminal Record	18	1	5%	
Clear Credit History/Pay Debt	106	10	9%	
Other (benefits, promotion)	26	7	27%	
Total Achievements	281	155	55%	<b>60-70 %</b>



### C. Statutory Objective #3

#### MTW activities to improve housing choices for our residents:

##### MTW Activity

Homeownership counseling and assistance, Individual Development Account referrals, budget counseling, fair market housing counseling, assistance obtaining a Low Income Housing Tax Credit (LIHTC) unit and credit counseling to repair problems. Strategic relations have been established with several non-profit agencies within Kent and Sussex County to provide credit and housing counseling. This includes NCALL Research, People's Place II and First State Community Action Agency. Initiated in the FY2000 Annual Plan.

##### Anticipated Impact

Provide more Home Ownership opportunities and prepare tenant to make educated and informed decisions regarding the purchase of a home.

##### Actual Impact

**For FY2009, DSHA meet the benchmark for the number of counseling and referral services provided to MTW participants to inform, educate and prepare them for other forms of housing. The benchmark goal was for 20-30% of MTW participants to receive these services, whereas DSHA achieved a rate of 29%.**

##### Baseline

The baseline will be the number of participants in counseling activities tracked for FY2008-2009.

##### Benchmark

The benchmark will be based on a percentage of participants actively involved in counseling programs from FY2009 to FY2018.

##### Data Collection/Metrics

Case Management software will be utilized to track and identify number of MTW residents that have participated in specific counseling activities. Case Management software will be updated to provide this data beginning with FY2008-2009. No outside evaluators will be used.

##### Authorization(s)

Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan.

### Counseling and Referrals for Housing Choices July 1, 2008 through June 30, 2009

Counseling and Referrals for Housing Choices					
	2009	2010	2011	2012	2013
Total # MTW Participants	353				
Homeownership Counseling	34				
IDA Referrals	9				
Budget Counseling	2				
Credit Counseling	10				
Fair Market Housing Referral	27				
LIHTC Referral	10				
Other	10				
Total Counseling/Referral Svs.	102				
% of Services to Participants	29%				
Benchmark	20-30%	20-30%	20-30%	20-30%	20-30%

**C. Statutory Objective #3  
(continued)**

**MTW activities to improve housing choices for our residents:**

**MTW Activity**

The creation of MTW Savings Accounts, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. These savings accounts can be utilized while the participant is actively involved in the MTW program to help overcome barriers to self-sufficiency (purchase or repair a car, college tuition, etc.) or towards homeownership and/or leasing of unsubsidized housing upon successful completion of the program (as noted in Statutory Objective B, MTW Activity B2). Initiated with the FY2000 Annual Plan.

**Anticipated Impact**

Assist resident with financial resources to pursue home ownership or other non-subsidized housing.

**Actual Impact**

**During FY2009, fifty-one (51) MTW participants successfully completed the program and moved into homeownership (8 participants) or non-subsidized housing (43 participants). The MTW Escrows accumulated by the residents provided essential funds that helped with closing costs and down-payments for home-ownership and security/utility deposits for non-subsidized rental housing. Without these funds, many of the participants would not have been able to make the transition into homeownership or other rental housing. In all, a total of \$326,400 was disbursed in MTW savings to individuals who successfully completed the program, and \$34,008 was loaned to current participants who needed financial resources to help overcome barriers to self-sufficiency. The number of successful MTW participants that received escrow disbursements far exceeded our benchmark-(43 vs. 18 participants), while the number of MTW participants receiving escrow loans was on target-(32 vs. 32 participants). The chart listed below shows the totals and disbursements/loans.**

**Baseline**

The baseline will be the number and average amounts of disbursements of MTW escrow funds since FY2007 for both MTW loans, and full escrow payments for participants that successfully complete the MTW program.

**Benchmark**

The benchmark will be based on the projected number and amount of MTW loans and successful completion escrow disbursements for the next ten (10) years.

**Data Collection/Metrics**

Case Management software will be utilized to track and identify escrow disbursements. No outside evaluators will be used.

**Authorization(s)**

1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.  
2) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

# **MTW Escrow Fund Disbursements and Loans through June 30, 2009**

<b>Use of MTW Escrow Funds</b>					
	2008	2009	2010	2011	2012
Total Active MTW Participants	409	353			
<b>MTW Completion Disbursements</b>					
MTW Completion Disbursements	18	43			
Avg. Escrow Disbursement	\$5,819.00	\$7,591.00			
Total MTW Completion Disbursements	\$156,857.00	\$326,400.00			
Benchmark – #Participants w/disbursements	18	16-18	16-18*	16-18*	16-18*
<b>MTW Escrow Loans</b>					
	2008	2009	2010	2011	2012
MTW Escrow Loans	37	32			
Avg. Escrow Loan Disbursement	\$842.00	\$1,063.00			
Total MTW Escrow Loans	\$37,771.00	\$34,008.00			
Benchmark – #Participants w/ Escrow Loans	<b>37</b>	<b>32-35*</b>	<b>32-25*</b>	<b>32-35*</b>	<b>32-35*</b>

**C. Statutory Objective #3  
(continued)**

**MTW activities to improve housing choices for our residents:**

**MTW Activity**

A Resident Homeownership Program (RHP) was created to provide eligible DSHA Housing Choice Voucher and Public Housing residents the ability to participate in a program to own a home by utilizing Housing Choice Voucher rental assistance towards the payment of a mortgage. The flexibility of the MTW program has been used to make the program accessible to Public Housing residents and other non-MTW participants, including elderly and disabled families, in addition to Housing Choice Voucher residents. Initiated in the FY2004 Annual Plan.

**Anticipated Impact**

To be able to utilize Housing Choice Voucher to assist eligible participants to purchase a home through this program, especially elderly/disabled (non-MTW) that do not have the opportunity to participate in MTW.

**Actual Impact**

**For FY2009, There has not been any increase in the number of participants in the Resident Home-ownership Program, and the total number of participants remained at two (2). This program has not been as successful a tool for MTW participants because they must be mortgage-ready to participate. Many MTW participants are not normally mortgage-ready and either need time to clear-up any credit issues or funds to secure the necessary down-payment requirement.**

**Baseline**

The baseline will be the number of participants in the RHP Program during the first year of utilization (2007).

**Benchmark**

The benchmark will be based on the number of participants anticipated to participate in the RHP program from FY2008 to FY2018.

**Data Collection/Metrics**

Internal housing choice voucher and RHP records will be used to track participation. No outside evaluators will be used.

**Authorization(s)**

Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 8. Homeownership Program (a) and (b), This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.

**Resident Homeownership Program**

	2008	2009	2010	2011	2012
Total RHP Participants	2	2			
New RHP Participants During Year	1	0			
Increase/Decrease	1	0			
Benchmark – Participants	2	2*	4*	5*	6*

\* Projected to add one new RHP participant each year.

**MTW BUDGET VERSUS ACTUALS BY PROGRAM FOR FY09 :**
**Sources and Uses of Funds**

CATEGORY	PUBLIC HOUSING			PUBLIC HOUSING CAPITAL FUND			HOUSING CHOICE VOUCHER			TOTAL MTW		
	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES
<b>Revenue</b>												
Dwelling Rent	\$545,800	\$608,946	\$63,146	\$0		\$0	\$0		\$0	\$545,800	\$608,946	\$63,146
Investment Income	45,700	21,149	(24,551)				32,500	20,234	(12,266)	78,200	41,383	(36,817)
Other Income	160,680	217,679	56,999				62,070	112,336	50,266	222,750	330,015	107,265
PH Operating Subsidy	2,166,980	2,400,227	233,247							2,166,980	2,400,227	233,247
PH Capital Funds				660,195	947,763	287,568				660,195	947,763	287,568
HCV Grants							6,514,190	6,914,921	400,731	6,514,190	6,914,921	400,731
Total Revenue	\$2,919,160	\$3,248,001	\$328,841	\$660,195	\$947,763	\$287,568	\$6,608,760	\$7,047,491	\$438,731	\$10,188,115	\$11,243,255	\$1,055,140
<b>Expenses</b>												
Administration	\$683,430	\$668,943	(\$14,487)	\$81,203	\$81,203	\$0	\$1,222,940	\$1,110,896	(\$112,044)	\$1,987,573	\$1,861,042	(\$126,531)
Tenant Services	15,000	16,307	1,307				0	5,935	5,935	15,000	22,242	7,242
Utilities	507,630	471,413	(36,217)							507,630	471,413	(36,217)
Maintenance	1,403,800	1,501,608	97,808							1,403,800	1,501,608	97,808
Protective Services				20,000	13,350	(6,650)				20,000	13,350	(6,650)
General	632,810	604,965	(27,845)							632,810	604,965	(27,845)
Resident Homeownership							25,000	16,816	(8,184)	25,000	16,816	(8,184)
Total Routine	\$3,242,670	\$3,263,236	\$20,566	\$101,203	\$94,553	(\$6,650)	\$1,247,940	\$1,133,647	(\$114,293)	\$4,591,813	\$4,491,436	(\$100,377)
Routine Maintenance				\$190,057	\$33,645	(156,412)	\$0		\$0	\$190,057	\$33,645	(\$156,412)
Capital Outlays				368,935	819,565	450,630	220,000	249,997	29,997	588,935	1,069,562	480,627
Payments to Landlords							4,983,000	5,409,558	426,558	4,983,000	5,409,558	426,558
Total Expenses	\$3,242,670	\$3,263,236	\$20,566	\$660,195	\$947,763	\$287,568	\$6,450,940	\$6,793,202	\$342,262	\$10,353,805	\$11,004,201	\$650,396
Operating Reserves	(323,510)	(15,235)	308,275	0	0	0	157,820	254,289	96,469	(165,690)	239,054	404,744
Transfers: In / (Out)	58,850	0	(58,850)				(58,850)	0	58,850	0	0	0
Operating Reserves	(\$264,660 )	(\$15,235)	\$249,425	\$0	\$0	\$0	\$98,970	\$254,289	\$155,319	(\$165,690)	\$239,054	\$404,744

## 7.0 NARRATIVE - BUDGET vs. ACTUALS

### MTW - REVENUES

FY09 was the ninth year of DSHA's MTW Demonstration. MTW revenue sources for the Delaware State Housing Authority consist of Dwelling Rent, Investment Income, Other Income, Operating Subsidies, Capital Funds and Housing Choice Voucher Grants. Discussed below are the budgeted revenue sources in the FY09 MTW Annual Plan versus actual receipts for the year.

- o **Dwelling Rent.** Due to an increased occupancy percentage from the beginning to the end of the fiscal year, rental income was greater than anticipated at \$608,946 versus the budgeted amount of \$545,800.
- o **Investment Income.** Falling interest rates resulted in lower than anticipated investment income for the Public Housing and the Housing Choice Voucher Programs for the year.
- o **Other Income.** Total other income for the MTW program was \$330,015, which was \$107,265 more than the budgeted amount of \$222,750. Public Housing's other income in the amount of \$217,679 includes \$71,594 in laundry and telephone receipts and maintenance, court, return check and late fees received from tenants. Also included are forfeited MTW escrow savings in the amount of \$115,415, \$14,420 from Daycare Centers located at Laverty Lane and Hickory Tree and \$16,250 in community building rental at Holly Square.

The Housing Choice Voucher Program includes \$347 received for fraud recover Payments, \$1,495 for portable admin fees, and \$109,728 from forfeitures of MTW escrow savings which were more than anticipated this year. Forfeitures occur when a tenant voluntarily leaves the MTW Program, does not complete the COMP (Contract of Mutual Participation), is dismissed from the Program or ends their five year contract with the MTW Program unsuccessfully.

- o **Operating Subsidies.** The agency receives an operating subsidy for its Public Housing units based on prior year PUM levels increased by inflation rates and utility rates with consumption estimates per DSHA's MTW agreement. The approved subsidy for CY08 was \$2,267,938. The funding level for CY09 has not been finalized. FY09 is funded by 50% from each of CY08 and CY09. The FY09 budget anticipated subsidy revenues of \$2,166,980 while actual receipts were \$2,400,227.
- o **Public Housing Capital Funds.** In accordance with new guidelines under GAAP, the revenue reported as budgeted is the amount that the agency actually anticipates in receiving for all years funded, not the amount that the agency anticipates being awarded in new funds in FFY09. In FY09, revenue received to cover contractual obligations were more than anticipated due to capital expenditures as discussed in the Capital Expenditures section.

- o **Housing Choice Voucher Grant.** The grant calculation received each fiscal year for the Housing Choice Voucher Program is described in the MTW Agreement. The HUD approved grant amount for CY08 and CY09 was \$6,857,038 and \$6,965,315 respectively. Given that FY09 is funded 50% from each of the above mentioned calendar year requests, subsidy would have been \$6,911,177. The FY09 budget recognized subsidy revenues of 95% of the CY08 approved subsidy amount which equals \$6,514,190 while actual receipts were \$6,914,921. FY09 funding was greater than anticipated due to HUD funding CY08 at 101.435% and CY09 at 99.1% with DSHA receiving January – June 2009 catch up funds of \$175,948 in May 2009.

- **EXPENDITURES**

MTW program expenses for FY09 consist of Administration Expense, Tenant Services, Utilities, Maintenance, Protective Service, General Expense, Resident Home Ownership, Routine Maintenance, Capital Outlays and Payments to Landlords. A broad overview of budget versus actual expenditures is listed below.

- o **Administration Expense.** Public Housing, Public Housing Capital Fund and the Housing Choice Vouchers Program have administrative expenses including salaries, indirect costs/COCC fees, legal, staff training/travel, auditing fees, supplies and postage where appropriate. In FY09, the Voucher Program direct charged all salaries pertaining to the program. And, the Capital Fund Program was charged for applicable indirect costs/COCC fees.
- o **Tenant Services.** The Public Housing budget include funding for educational and recreational activities for children, self-sufficiency training, internet access at all sites, computer training programs and \$4,170 to fund organized tenant council expenses. There were no tenant council expenses in FY09. Financial counseling for Public Housing and Housing Choice Voucher residents is provided in house by DSHA staff.
- o **Utilities.** FY09 utilities were budgeted at \$507,630. FY09 utility expenses increased slightly to \$471,413 due to a slight increase in consumption.
- o **Maintenance.** Maintenance salaries of site personnel, materials/supplies, and contractual costs including trash pickup, grass cutting, exterminating and routine painting of empty units at all sites are combined in this category. Public Housing's costs were higher than budgeted due to higher than anticipated maintenance costs. The higher than anticipated maintenance costs include overtime costs of \$100,245 versus budgeted of \$79,800 due to vacation coverage between sites and preparation of REAC inspections and unexpected expenses not included in the budget to include temporary employment at Burton Village in the amount of \$11,150, a rent study taken once every 5 years in the amount of \$27,830, a greater number of stoves and refrigerators purchased than anticipated, and rehabbing a Scattered Site unit at the cost of \$2,550.
- o **Protective Service.** Protective services were budgeted at \$20,000 from the Capital Fund Program for FY09 with expenses at \$13,350.
- o **General Expense.** Grouped in this area are payments in lieu of taxes to counties and school districts, employee benefit contributions, collection loss and insurance expense. Expenses were lower than budgeted.
- o **Routine Maintenance.** The expense amount represents site maintenance including repairs to security fencing and landscaping at various Public Housing sites.

- **Capital Outlays.** Funds from the Capital Fund Program were used to complete the roof replacement, security system upgrade, and playground replacement at Liberty Court, door replacements and security upgrades at Burton Village, door replacements and parking lot improvements at Mifflin Meadows, community building HVAC upgrades, roof and window replacements at Laverty Lane, carpet replacement and HVAC upgrades at Hickory Tree, roof replacement at Peach Circle and window, door, and roof replacements and bathroom upgrades at McLane Gardens/Annex.
- **Payments to Landlords.** Housing Assistance Payments were 108% of the budgeted amount due to increased PUM costs.

## OPERATING RESERVES

Operating Reserves for Public Housing at the end of FY 2009 were \$538,002, which represents approximately two months of routine operating expenses. It is important to note that the reason for Public Housing Reserves having a positive balance in FY2009 is because \$675,000 was transferred from the Housing Choice Voucher reserves during FY2008 using the fungibility feature of the Moving To Work program.

Operating Reserves for the Housing Choice Voucher Program at the end of FY 2009 increased to \$1,563,095 which represents approximately three months of routine operating expenses.

The utilization of the fungibility of funds available to DSHA through the MTW Agreement would be shown in the Transfers In/Out column. Although there were no direct transfers between programs in FY09, Housing Choice Voucher reserves were used to upgrade the HVAC system in the Laverty Lane Community Building (\$169,847) and to install security cameras at Burton Village (\$80,150). These two projects would not have been funded without the fungible use of Housing Choice Voucher reserves.

## OPERATING RESERVES

	Beginning of Year	FY2009 Increase/Decrease	FY2008 Transfers In/Out	End of Year
Public Housing	\$553,237	(15,235)	0	\$538,002
HCV	\$,308,806	254,289	0	\$1,563,095
TOTAL MTW	\$1,862,043	239,054	0	\$2,101,097



## 8.0 ADMINISTRATIVE

- Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits or physical inspections, if applicable:

**This is not applicable-no outstanding deficiencies from monitoring visits or inspections.**

- Results of latest Agency-directed evaluations of the demonstration as applicable:

**There are no Agency-directed evaluations.**

- **Performance and Evaluation Report for Capital Fund Activities not included in the MTW Block Grant:**

### **AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

#### **A. DESCRIPTION**

On February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act. This legislation included a \$3 billion appropriation of Capital Funds to carry out capital activities for public housing agencies. These funds were to be distributed as formula funds, which resulted in DSHA receiving \$1,027,870.

#### **E. PLANNED ARRA CAPITAL EXPENDITURES**

Items to be completed using ARRA Capital Funds were selected from the existing five-year capital plan submitted through the public hearing and HUD approval process required for the FY2009 Annual MTW Plan. Under ARRA, DSHA must be obligate 100% of the funds within 1 year of the date on which the funds become available to the agency for obligation (3/18/09); expend 60% of the funds within 2 years of the date on which the funds became available to the agency for obligation and expend 100% of the funds within 3 years of the date on which the funds became available to the agency for obligation. Listed below are the projects selected for ARRA Capital Fund expenditures.

- AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)-Continued**

**American Recovery and Reinvestment Act (ARRA)**

Property	Capital Project	Total Planned Expenditures (3/18/09 to 3/18/12)
Clarks Corner	Repave Lots/Driveway	\$ 54,000
McLane Gardens	Roofs, Gutters, Facia	\$ 135,000
Peach Circle	Roofs, Gutters, Facia	\$ 150,000
Mifflin Meadows	Repave Lots/Driveway	\$ 70,000
Burton Village	Replace Smoke Detectors	\$ 13,000
McLane Gardens Annex	Bathroom Rehabilitation	\$ 105,000
Laverty Lane	Window Replacements	\$ 210,000
Hickory Tree	HVAC Replacements	\$ 114,000
Liberty Court I	1) Repave Lots/Driveway 2) Playground Equipment 3) Catch Basins for Flooding	\$ 30,000 30,000 18,000
Liberty Court II	1) Repave Lots/Driveway 2) Playground Equipment	\$ 30,000 30,000
Holly Square	Replace Porch Concrete Pads	\$ 25,000
Fees & Costs	Engineer/Plan Fees	\$ 13,870
	<b>Total</b>	<b>\$ 1,027,870</b>

- Certification That the Agency has Meet the three statutory requirements:

**SEE ATTACHED DOCUMENT**

**GENERAL ORDER NO. 540**

**CERTIFICATION OF COMPLIANCE WITH  
STATUTORY REQUIREMENTS  
OF THE MOVING TO WORK  
ANNUAL REPORT FOR FY2009**

**WHEREAS,** The Delaware State Housing Authority (DSHA) entered into a Moving to Work Restated and Amended Agreement with HUD; and

**WHEREAS,** The Moving to Work Restated and Amended Agreement requires that the Delaware State Housing Authority submit an Annual Report; and

**WHEREAS,** The Moving to Work Restated and Amended Agreement requires certification that DSHA has met the three statutory requirements for the Moving To Work program; and

**WHEREAS,** The Annual Report shall describe the activities and sources and uses of funding that Delaware State Housing Authority is undertaking through the Moving to Work Program.

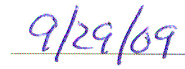
**NOW THEREFORE BE IT ORDERED AS FOLLOWS:**

The Delaware State Housing Authority certifies that it has met the following three statutory requirements of;

- 1) Assuring that at least 75 percent of the families assisted by the Agency are very low-income families; and
- 2) Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
- 3) Maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

DELAWARE STATE HOUSING AUTHORITY

  
Anas Ben Addi, Director

  
Date

# Attachment A

## Budget Submissions to HUD

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  LOW-RENT HOUSING PROGRAM  <b>STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES</b>		ST. CODE (1-2)	BASIC PROJECT NO. (3-8)	SYSTEM CODE (9-10)  25		
		TYPE OF ASSISTED PROJECT(S): (11-12) <i>(Check One)</i> LHA Owned Rental Housing 01 <input checked="" type="checkbox"/> LHA Owned Mutual Help 03 <input type="checkbox"/> LHA Leased Rental Housing 04 <input type="checkbox"/> LHA Owned Homeownership 10 <input type="checkbox"/> LHA Leased Homeownership 11 <input type="checkbox"/>		FY ENDING 2000 (13) (14) 1. <input type="checkbox"/> MAR. 31 2. <input checked="" type="checkbox"/> JUNE 30 3. <input type="checkbox"/> SEPT. 30 4. <input type="checkbox"/> DEC. 31		
NAME OF LOCAL AUTHORITY  Delaware State Housing Authority		NO. OF PROJECTS (15-17)  13	NO. OF D.U. (18-23)  518	NO. OF D.U. UNDER LEASE (24-28)		
ADDRESS 18 The Green Dover, DE 19901		NO. OF UNIT MOS. AVAILABILITY OR UNDER LEASE (29-35)  6,216		NO. OF UNIT DAYS UNDER LEASE (36-42)		
REPORT FOR PERIOD ENDED 6/30/09		CONTRACT NUMBER(S) P-4520	PROJECT NUMBER(S) DEL 4-2,4-3,4-4,4-5,4-8,4-9,4-10,4-11,4-12,4-13,4-15,4-16,4-19			
LINE NO (43-45)	ACCT. NO.	ACCOUNT TITLE	AMOUNT	PUM	PUM	AMOUNT (46-55)
<b>HOMEBUYERS MONTHLY PAYMENTS FOR:</b>						
010	7710	Operating Expense				
020	7712	Earned Home Payments				
030	7714	Nonroutine Maintenance Reserve				
040	7716	Excess (or Deficit) in Break-Even				
050	7790	Homebuyers Monthly Payments - Contra (Lines 010 to 040)				
<b>OPERATING RECEIPTS</b>						
060	3110	Dwelling rental	545,800	87.81	97.96	608,946.38
070	3120	Excess utilities	0			0.00
080	3190	Nondwelling rental				
090		Total Rental Income (Lines 060 to 080)	545,800	87.81	97.96	608,946.38
100	3610	Interest on general fund investments	45,700	7.35	3.40	21,150.22
110						
120	3680	Assessments-homeowners				
130	3690	Other income	160,680	25.85	35.02	217,678.57
140		Total Operating Income (Lines 090 to 130)	752,180	121.01	136.39	847,775.17
150	7110	Receipts from off-site utilities				
160	7530	Receipts from nonexpendable equipment not replaced				
170		TOTAL OPERATING RECEIPTS EXCLUSIVE OF HUD CONTRIBUTIONS (Lines 140 to 160)	752,180	121.01	136.39	847,775.17
<b>OPERATING EXPENSE ADMINISTRATION:</b>						
180	4110	Administrative salaries	482,960	77.70	79.08	491,533.25
190	4130	Legal expense	5,200	0.84		0.00
200	4140	Staff training				
210	4150	Travel	35,000	5.62	3.09	19,215.32
220	4170	Accounting and auditing fees (Indirect)	30,900	4.97	5.08	31,554.00
230	4190	Sundry	129,370	20.81	20.37	126,641.83
240		Total Administration Expense (Lines 180 to 230)	683,430	109.95	107.62	668,944.40
<b>TENANT SERVICES:</b>						
250	4210	Salaries	0			0.00
260	4220	Recreation, publications and other services	15,000	2.41	2.62	16,307.54
270	4230	Contract costs, training and other				
280		Total Tenant Services Expense (Lines 250 to 270)	15,000	2.41	2.62	16,307.54
<b>UTILITIES:</b>						
290	4310	Water	304,050	48.91	43.49	270,308.02
300	4320	Electricity	159,280	25.62	25.79	160,337.07
310	4330	Gas	39,960	6.43	6.56	40,768.34
320	4340	Fuel	4,340	0.70		0.00
330	4350	Labor				
340	4390	Other utilities expense				
350		Total Utilities Expense (Lines 290 to 340)	507,630	81.67	75.84	471,413.43
<b>ORDINARY MAINTENANCE AND OPERATION:</b>						
360	4410	Labor	542,460	87.27	82.78	514,570.06
370	4420	Materials	199,820	32.15	34.31	213,278.39
380	4430	Contract costs (Indirect costs included)	661,520	106.42	124.48	773,759.30
390		Total Ordinary Maint. & Operation (Lines 360 to 380)	1,403,800	225.84	241.57	1,501,607.75
<b>PROTECTIVE SERVICES:</b>						
400	4460	Labor				
410	4470	Materials				
420	4480	Contract costs	0			0.00
430		Total Protective Services (Lines 400 to 420)	0			0.00

Previous edition is obsolete

(Continue on Page 2)

HUD-52599

STATEMENT OF OPERATING RECEIPTS AND EXPENDITURES				BASIC PROJECT NO. DEL 4-2,4-3,4,4-5,4-8,4-9,4-10,4-11,4-12,4-13,4-15,4-16,4-19 CONTRACT NO(S). P-4520			
NAME OF LOCAL AUTHORITY Delaware State Housing Authority				FISCAL YEAR ENDING DATE 6/30/09			
LINE NO (43-45)	ACCT. NO.	ACCOUNT TITLE	BUDGET		ACTUAL		
			AMOUNT	PUM	PUM	AMOUNT (46-55)	
<b>GENERAL EXPENSE:</b>							
440	4510	Insurance	139,750	22.48	21.25	132,091.00	
450	4520	Payments in lieu of taxes	14,820	2.38	2.41	14,968.34	
460	4530	Terminal leave payments					
470	4540	Employee benefit contributions	448,060	72.08	67.13	417,255.13	
480	4570	Collection losses	30,180	4.86	4.13	25,646.72	
490	4580	Interest on administrative and sundry notes					
500	4590	Other general expense				0.00	
510		Total General Expense (Lines 440 to 500)	632,810	101.80	94.91	589,961.19	
520		TOTAL ROUTINE EXPENSE (Lines 240,280,350,390,430 & 510)	3,242,670	521.66	522.56	3,248,234.31	
<b>NONROUTINE MAINTENANCE</b>							
530	4610	Extraordinary maintenance	0		2.41	15,000.00	
540	4620	Casualty losses - noncapitalized - net	0			0.00	
		Property Betterments and Improvements	0			0.00	
550		Total Nonroutine Maintenance (Lines 530 and 540)	0		2.41	15,000.00	
<b>RENT FOR LEASED DWELLINGS</b>							
560	4710	Rent to owners of leased dwellings					
570		TOTAL OPERATING EXPENSE (Lines 520,550 and 560)	3,242,670	521.66	524.97	3,263,234.31	
<b>CAPITAL EXPENDITURES</b>							
580	7520	Replacement of nonexpendable equipment	0			0.00	
590	7540	Property betterments and additions	0			0.00	
600	7560	Casualty losses - noncapitalized - net					
610		Total Capital Expenditures (Lines 580 to 600)	0			0.00	
620		TOTAL OPERATING EXPENDITURES - CURRENT YEAR (Lines 570 and 610)	3,242,670	521.66	524.97	3,263,234.31	
<b>PRIOR YEAR ADJUSTMENTS</b>							
630	6010	Affecting residual receipts - Debit (Credit)	0			0.00	
<b>OTHER DEDUCTIONS</b>							
640		Deposits in rental debt service account					
650		Deficiency in residual receipts at end of preceding fiscal year					
660		Total Other Deductions (Lines 640 and 650)					
670		TOTAL OPERATING EXPENDITURES, INCLUDING PRIOR YEAR ADJUSTMENTS AND OTHER DEDUCTIONS (Line 620 plus or minus Line 630, plus Line 660)	3,242,670	521.66	524.97	3,263,234.31	
680		RESIDUAL RECEIPTS (or DEFICIT) before HUD Contributions and provision for reserve (Line 170 minus Line 670)	(2,490,490)	(401)	-388.59	-2,415,459.14	
<b>HUD CONTRIBUTIONS</b>							
Basic Annual Contribution Earned - Leased Projects:							
690	8010	Current Year					
700	8011	Prior Year Adjustments - (Debit) Credit					
710		Total Basic Annual Contribution (Line 690 plus or minus Line 700)					
Contributions Earned - Operating Subsidy:							
720	8020	Current Year	2,166,980	348.61	386.14	2,400,227.00	
730	8021	Prior Year Adjustments (Debit) Credit	0				
740		Total Operating Subsidy (Line 720 plus or minus Line 730)	2,166,980	348.61	386.14	2,400,227.00	
750		Total HUD Contributions (Lines 710 and 740)	2,166,980	348.61	386.14	2,400,227.00	
760		RESIDUAL RECEIPTS (or DEFICIT) before provision for reserve (Line 680 plus Line 750)	(323,510)	(52)	(2)	(15,232)	
770		PROVISION FOR OPERATING RESERVE (Account 7010, 7011, or 7013, as applicable)	(323,510)	(52)	(2)	(15,232)	
780		RESIDUAL RECEIPTS (or DEFICIT) (Line 760 minus Line 770)	0			0.00	
<b>OTHER FINANCIAL DATA</b>							
790		OPERATING RESERVE - Balance at end of fiscal year (Account 2820, 2821 or 2813, as applicable)		14.1%		228,192	
800		MAXIMUM OPERATING RESERVE APPROVED (Per Operating Budget, Form HUD-52564, approved for subsequent fiscal year)				1,621,335	
810		ACCOUNTS RECEIVABLE - Balance at end of Fiscal Year (Accounts 1122 or 1124, as applicable)					
		For Tenants or Homebuyers in Occupancy				58,473	
820		For Vacated Tenants or Homebuyers					
830	7610	EXPENDITURES ATTRIBUTABLE TO VANDALISM					
PREPARED BY: Signature <i>Lisa M. Demans</i> Title <u>Management Analyst III</u> Date <u>8/15/09</u>			APPROVED BY: Signature <i>Douglas A. Croft</i> Title <u>Assistant Director, Financial Management</u> Date <u>8/15/09</u>				

HUD-52596  
January 1971

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
LOW-RENT HOUSING PROGRAM

STATEMENT OF INCOME AND EXPENSE  
AND CHANGES IN ACCUMULATED SURPLUS  
OR DEFICIT FROM OPERATIONS

LOCAL AUTHORITY

Delaware State Housing Authority

ADDRESS 18 The Green  
Dover, DE 19901

CONTRACT NO.  
P-4520

PROJECT NUMBER(S)  
4-2,4-3,4-4,4-5,4-8,4-9,4-10,4-11,4-12,4-13,4-15,4-16,

FOR FISCAL YEAR ENDED

6/30/09

LINE NO.	ACCT. NO.		DEBIT	CREDIT
		<b>INCOME AND EXPENSE</b>		
		INCOME:		
+1	3000	Operating Income		847,775.17
2	5210	Premiums on Notes and Bonds		
3	5220	Bond Purchase Discount		
4	5230.1	Interest on Debt Service Fund Investments		
5	5230.2	Interest on Other Debt Amortization Fund Investments		
6	5240	Interest on Payments for Off-Site Utilities		
		EXPENSE:		
7	4000	Operating Expense	3,263,234.31	
8	5610	Interest on Notes and Bonds Payable		
9	5640	Bond Redemption Premiums		
		SURPLUS CREDITS AND CHARGES:		
10	6010	Prior Year Adjustments - Affecting Residual Receipts (or Deficit)	0.00	
11	6020	Prior Year Adjustments - Not Affecting Residual Receipts		
12	6110	Gain or Loss from Disposition of Real Property		
13	6120	Gain or Loss from Disposition of Nonexpendable Equipment	0.00	
14		Residual Receipts - Initial Operating Period (Credit)		
15		Totals (Lines 1 through 14)	3,263,234.31	847,775.17
16		NET INCOME OR DEFICIT - CURRENT YEAR (Net debit or credit difference between total debits and credits on Line 15)	2,415,459.14	
		<b>CHANGES IN ACCUMULATED SURPLUS OR DEFICIT FROM OPERATIONS</b>		
	2810	UNRESERVED SURPLUS:		
17		Balance at end of previous fiscal year when books were closed	(64,278,070.89)	
18		Total debit and credit adjustments during current fiscal year	(4,993,746.93)	
19		Net income or deficit-current year (Line 16)	2,415,459.14	
20	7010	Provision for Operating Reserve-Locally Owned Projects	(15,232.14)	
21	7011	Provision for Operating Reserve-Leased Projects		
22	7013	Provision for Operating Reserve-Homeownership Projects		
23		Totals (Lines 17 through 22)	(66,871,590.82)	0.00
24	2810	Unreserved Surplus balance at end of current fiscal year (net debit or credit difference between total debits and credits on Line 23)		66,871,590.82
	2820	OPERATING RESERVE-LOCALLY OWNED PROJECTS:		
25		Balance at end of previous fiscal year when books were closed		243,423.73
26		Total debit and credit entries to Account 2820 during current fiscal year	0.00	(15,232.14)
27		Totals (Lines 25 and 26)	0.00	228,191.59
28	2820	Operating Reserve Balance at end of Current fiscal year (net credit difference between total debits and credits on Line 27)		228,191.59
	2821	OPERATING RESERVE-LEASED PROJECTS:		
29		Balance at end of previous fiscal year when books were closed		
30		Total debit and credit entries to Account 2821 during current fiscal year		
31		Totals (Lines 29 and 30)		
32	2821	Operating Reserve balance at end of current fiscal year (net credit difference between total debits and credits on Line 31)		
	2823	OPERATING RESERVE-HOMEOWNERSHIP PROJECTS:		
33		Balance at end of previous fiscal year when books were closed		
34		Total debit and credit entries to Account 2823 during current fiscal year		
35		Totals (Lines 33 and 34)		
36	2823	Operating Reserve balance at end of current fiscal year (net credit difference between total debits and credits on Line 35)		
37		ACCUMULATED SURPLUS OR DEFICIT FROM OPERATIONS (net debit or credit total of balances on Lines 24, 28, 32, and 36)	(67,099,782.41)	

PREPARED BY:

Signature

*Lisa M Semans*

Lisa M. Semans  
Title Management Analyst III

Date 8/15/09

APPROVED BY:

Signature

*Douglas S. Croft*

Douglas S. Croft  
Title Assistant Director, Financial Managn Date 8/15/09

HUD-52596

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM  <b>COMPUTATION OF PAYMENTS IN LIEU OF TAXES</b>		TYPE OF PROJECT (S) City of Dover <input checked="" type="checkbox"/> LHA Owned Rental Housing <input type="checkbox"/> LHA Owned Homeownership  FOR FISCAL YEAR ENDED: 6/30/09 CONTRACT NUMBER P-4520	
NAME OF LOCAL HOUSING AUTHORITY <b>Delaware State Housing Authority</b>		PROJECT NUMBER (S) DEL 4-11/12	
ADDRESS <b>18 The Green Dover, DE 19901</b>			
<b>COMPUTATION OF SHELTER RENT CHARGED</b>			
1. Dwelling Rental (Account 3110) .....		100,996.93	
2. Excess Utilities (Account 3120) .....		0.00	
3. Nondwelling Rental (Account 3190) .....			
Homebuyers Monthly Payments for:			
4. Earned Home Payments (Account 7712) .....			
5. Nonroutine Maintenance Reserve (Account 7714) .....			
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5) .....		100,996.93	
7. Total Utilities Expense (Accounts in 4300 group) .....		71,529.79	
8. SHELTER RENT CHARGED (Line 6 minus Line 7) .....		29,467.14	
<b>COMPUTATION OF SHELTER RENT COLLECTED</b> (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)			
9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year .....			
10. Total of Lines 8 and 9. ....			
Deductions:			
11. Collection Losses (Account 4570) during current fiscal year .....			
12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year .....			
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12) .....			
<b>COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES</b>			
TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)
14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)) .....			
<b>PAYMENTS IN LIEU OF TAXES</b>			
15. 10% of Line 8 or Line 13, whichever is applicable 1/ (see instructions on reverse side) .....			2,946.71
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser) .....			2,946.71
Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? [ ] YES [X] NO. If the answer is "yes," will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? [ ] YES [ ] NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.			
1/ If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.			
PREPARED BY: Name <u>Lisa M Semans</u> Lisa M. Semans Title <u>Management Analyst III</u> Date <u>8/15/09</u>		APPROVED BY: Name <u>Douglas S. Croft</u> Douglas S. Croft Title <u>Assistant Director, Financial M</u> Date <u>8/15/09</u>	

Replaces HUD-52267 and HUD-52267a which are obsolete



Replaces HUD-52267 and HUD-52267a which are obsolete

Replaces HUD-52267 and HUD-52267a which are obsolete

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM  <b>COMPUTATION OF PAYMENTS IN LIEU OF TAXES</b>		TYPE OF PROJECT (S) Kent Cnty <input checked="" type="checkbox"/> LHA Owned Rental Housing <input type="checkbox"/> LHA Owned Homeownership  FOR FISCAL YEAR ENDED: 6/30/09 CONTRACT NUMBER P-4520	
NAME OF LOCAL HOUSING AUTHORITY <b>Delaware State Housing Authority</b>		PROJECT NUMBER (S) DEL 4-3, 4-10, 4-15	
ADDRESS <b>18 The Green Dover, DE 19901</b>			
<b>COMPUTATION OF SHELTER RENT CHARGED</b>			
1. Dwelling Rental (Account 3110) .....		123,644.00	
2. Excess Utilities (Account 3120) .....		0.00	
3. Nondwelling Rental (Account 3190) .....			
Homebuyers Monthly Payments for:			
4. Earned Home Payments (Account 7712) .....			
5. Nonroutine Maintenance Reserve (Account 7714) .....			
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5) .....		123,644.00	
7. Total Utilities Expense (Accounts in 4300 group) .....		66,775.76	
8. SHELTER RENT CHARGED (Line 6 minus Line 7) .....		56,868.24	
<b>COMPUTATION OF SHELTER RENT COLLECTED</b> (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)			
9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year .....			
10. Total of Lines 8 and 9. ....			
Deductions:			
11. Collection Losses (Account 4570) during current fiscal year .....			
12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year .....			
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12) .....			
<b>COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES</b>			
TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)
14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)) .....			
<b>PAYMENTS IN LIEU OF TAXES</b>			
15. 10% of Line 8 or Line 13, whichever is applicable 1/ (see instructions on reverse side) .....			5,686.84
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser) .....			5,686.84
Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? [ ] YES [X] NO. If the answer is "yes," will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? [ ] YES [ ] NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.			
1/ If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.			
PREPARED BY: Name <u>Lisa M Semans</u> Title <u>Management Analyst III</u> Date <u>8/15/09</u>		APPROVED BY: Name <u>Douglas S. Croft</u> Title <u>Assistant Director, Financial M</u> Date <u>8/15/09</u>	

Replaces HUD-52267 and HUD-52267a which are obsolete

TYPE OF PROJECT (S)		Smy Sites
<input checked="" type="checkbox"/>	LHA Owned Rental Housing	
<input type="checkbox"/>	LHA Owned Homeownership	

FOR FISCAL YEAR ENDED:  
6/30/09

CONTRACT NUMBER  
P-4520

PROJECT NUMBER (S)	DEL 4-10, 4-15
--------------------	----------------

1. Dwelling Rental (Account 3110) . . . . .	12,256.00	
2. Excess Utilities (Account 3120) . . . . .	0.00	
3. Nondwelling Rental (Account 3190) . . . . .		
Homebuyers Monthly Payments for:		
4. Earned Home Payments (Account 7712) . . . . .		
5. Nonroutine Maintenance Reserve (Account 7714) . . . . .		
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5) . . . . .		12,256.00
7. Total Utilities Expense (Accounts in 4300 group) . . . . .		2,682.53
8. SHELTER RENT CHARGED (Line 6 minus Line 7) . . . . .		9,573.47

Agreement provides for payment of PILOT on basis of Shelter Rent Collected)

9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year

10. Total of Lines 8 and 9.....

Deductions:

11. Collection Losses (Account 4570) during current fiscal year . . . . .

12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year . . . .

13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 &amp; 12)

[illegible]

14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)) . . . . .

15. 10% of Line 8 or Line 13, whichever is applicable 1/ (see instructions on reverse side)	957.35
---	--------

16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser) . . . . . 957.35

Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? [ ] YES [X] NO. If the answer is "yes," will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? [ ] YES [ ] NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.

1/ If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.

PREPARED BY:

Name Lisa M. Semans  
Title Management Analyst III Date 8/15/09

APPROVED BY:

Name Douglas S. Croft  
Douglas S. Croft  
Title Assistant Director, Financial M Date 8/15/09

Replaces HUD-52267 and HUD-52267a which are obsolete

Replaces HUD-52267 and HUD-52267a which are obsolete

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM		TYPE OF PROJECT (S) Smy Sites <input checked="" type="checkbox"/> LHA Owned Rental Housing <input type="checkbox"/> LHA Owned Homeownership	
<b>COMPUTATION OF PAYMENTS IN LIEU OF TAXES</b>		FOR FISCAL YEAR ENDED: 6/30/09	
NAME OF LOCAL HOUSING AUTHORITY <b>Delaware State Housing Authority</b>		CONTRACT NUMBER P-4520	
ADDRESS <b>18 The Green Dover, DE 19901</b>		PROJECT NUMBER (S) DEL 4-10	
<b>COMPUTATION OF SHELTER RENT CHARGED</b>			
1. Dwelling Rental (Account 3110)		4,144.00	
2. Excess Utilities (Account 3120)		0.00	
3. Nondwelling Rental (Account 3190)			
Homebuyers Monthly Payments for:			
4. Earned Home Payments (Account 7712)			
5. Nonroutine Maintenance Reserve (Account 7714)			
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5)		4,144.00	
7. Total Utilities Expense (Accounts in 4300 group)		669.07	
8. SHELTER RENT CHARGED (Line 6 minus Line 7)		3,474.93	
<b>COMPUTATION OF SHELTER RENT COLLECTED</b> (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)			
9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year			
10. Total of Lines 8 and 9.			
Deductions:			
11. Collection Losses (Account 4570) during current fiscal year			
12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year			
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12)			
<b>COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES</b>			
TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)
14. Approximate Full Real Property Taxes (Total of amounts in Col. (4))			
<b>PAYMENTS IN LIEU OF TAXES</b>			
15. 10% of Line 8 or Line 13, whichever is applicable 1/ (see instructions on reverse side)			347.49
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser)			347.49
Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? [ ] YES [ X ] NO. If the answer is "yes," will such expenses deducted from PILOT or otherwise collected from the applicable taxing body? [ ] YES [ ] NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.			
1/ If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.			
PREPARED BY: Name <u>Lisa M Semans</u> Title <u>Management Analyst III</u> Date <u>8/15/09</u>		APPROVED BY: Name <u>Douglas E Croft</u> Title <u>Assistant Director, Financial M</u> Date <u>8/15/09</u>	

Replaces HUD-52267 and HUD-52267a which are obsolete



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT LOW-RENT HOUSING PROGRAM  <b>COMPUTATION OF PAYMENTS IN LIEU OF TAXES</b>		TYPE OF PROJECT (S) <u>Smy Sites</u> <input checked="" type="checkbox"/> LHA Owned Rental Housing <input type="checkbox"/> LHA Owned Homeownership FOR FISCAL YEAR ENDED: 6/30/09 CONTRACT NUMBER P-4520	
NAME OF LOCAL HOUSING AUTHORITY <b>Delaware State Housing Authority</b>		PROJECT NUMBER (S) DEL 4-8	
ADDRESS <b>18 The Green Dover, DE 19901</b>			
<b>COMPUTATION OF SHELTER RENT CHARGED</b>			
1. Dwelling Rental (Account 3110) .....		70,362.00	
2. Excess Utilities (Account 3120) .....		0.00	
3. Nondwelling Rental (Account 3190) .....			
Homebuyers Monthly Payments for:			
4. Earned Home Payments (Account 7712) .....			
5. Nonroutine Maintenance Reserve (Account 7714) .....			
6. Total Rental or Homebuyers Payments Charged (Lines 1 to 5) .....		70,362.00	
7. Total Utilities Expense (Accounts in 4300 group) .....		54,698.92	
8. SHELTER RENT CHARGED (Line 6 minus Line 7) .....		15,663.08	
<b>COMPUTATION OF SHELTER RENT COLLECTED</b> (To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected)			
9. Accounts Receivable (Account 1122 or 1124) at beginning of fiscal year .....			
10. Total of Lines 8 and 9. ....			
Deductions:			
11. Collection Losses (Account 4570) during current fiscal year .....			
12. Accounts Receivable (Account 1122 or 1124) at end of fiscal year .....			
13. SHELTER RENT COLLECTED (Line 10 minus total of Lines 11 & 12) .....			
<b>COMPUTATION OF APPROXIMATE FULL REAL PROPERTY TAXES</b>			
TAXING DISTRICTS (1)	ASSESSABLE VALUE (2)	TAX RATE (3)	AMOUNT (4)
14. Approximate Full Real Property Taxes (Total of amounts in Col. (4)) .....			
<b>PAYMENTS IN LIEU OF TAXES</b>			
15. 10% of Line 8 or Line 13, whichever is applicable 1/ (see instructions on reverse side) .....		1,566.31	
16. PAYMENTS IN LIEU OF TAXES (Line 15 or Line 14, whichever is lesser) .....		1,566.31	
Were any expenses incurred for the project(s) during the fiscal year for services or facilities which the local taxing body should have furnished under the terms of the Cooperation Agreement? [ ] YES [X] NO. If the answer is "yes," will such expenses be deducted from PILOT or otherwise collected from the applicable taxing body? [ ] YES [ ] NO. If the answer is "no," attach a statement showing the amount of such expenses incurred and the reason for not collecting.			
1/ If the percentage specified in the Cooperation Agreement or the Contract with HUD is lower, such lower percentage shall be used.			
PREPARED BY:		APPROVED BY:	
Name <u>Lisa M Semans</u>		Name <u>Douglas S. Croft</u>	
Title <u>Management Analyst III</u> Date <u>8/15/09</u>		Title <u>Assistant Director, Financial M</u> Date <u>8/15/09</u>	

Replaces HUD-52267 and HUD-52267a which are obsolete

